

CSC Adopted: October 2001 , CSC Revised: _____**Class Title: Crew Leader I****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Supervises personnel and operations. Maintains facilities. Performs installation and repair of structures. Cleans basins. Installs and repairs fire hydrants, water lines and valves, and wastewater collection system structures. Performs other duties as required.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	M	Supervises personnel and operations by generating reports, tracking employee time, writing requisitions, addressing public concerns and complaints, forwarding information to other departments, resolving problems, coordinating work with vendors, calibrating equipment, scheduling and assigning duties, allocating equipment, delivering and receiving equipment, checking and maintaining vehicles, grounds and materials, preparing reports, timesheets, materials and equipment sheets, verifying the quality of work, ensuring that safety precautions are followed, training employees, conducting performance evaluations, providing information, assisting with job orders, distributing supplies, providing emergency response, preparing equipment for monthly inspection and transporting workers to facilities.
2	M	Maintains facilities by performing lawn maintenance, applying lawn chemicals, distributing chemicals in dispensing equipment, maintaining first aid stations, cleaning, painting, sweeping, mopping and maintaining equipment.
3	H	Performs installation and repair of structures by grading, removing debris and weed-eating, clearing drain lines, structures, pipes and potential safety hazard debris after heavy rains, repairing leaking joints, removing damaged pipe, preparing ground for installation, utilizing laser to determine elevation, laying foundation, laying pipe on grade, cementing, wrapping joints and backfilling holes, digging around the old basin, knocking out the old basin, clearing the debris, building walls, dropping in a new basin, cementing it in and inserting form to make collar.
4	H	Cleans basins by hooking up fire hoses, washing walls, floors, plates and all moving parts, flushing, operating pumping systems, installing and hooking up portable pumps and removing debris.
5	H	Installs and repairs fire hydrants, water lines and valves, water mains and ford valves by excavating to leak location, removing and installing new equipment, ensuring equipment is securely assembled and fastened, cleaning new equipment (flushing and backfilling, if necessary); and maintaining, monitoring, and repairing wastewater collection system facilities.
6	M	Performs other duties by installing flooring and equipment for sporting events, building stages, setting out and skirting tables, delivering, setting up and breaking down equipment, stages, bleachers and tents, storing equipment in warehouse and attending training seminars.
7	H	Responds to emergencies by removing storm damage debris.

CSC Adopted: October 2001 , CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge necessary to understand basic operational, or technical processes. Level of knowledge equivalent to four years of high school or equivalency.
Experience	Two years experience.
Certifications and Other Requirements	Valid Driver's License. CDL may be required
Reading	Work requires the ability to read memos, safety policies and data sheets.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write work orders, correspondence, various reports and employee evaluations.
Managerial	Managerial responsibilities include monitoring the timely completion of tasks, an oversight of a team.
Budget Responsibility	N/A.
Supervisory / Organizational Control	Work requires functioning as a lead worker, performing essentially the same work as those directed, and includes overseeing work quality, safety, training, instruction, and scheduling work.
Complexity	Normal tasks require use of definite procedures, with little deviation. Work requires little analysis or judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers and sales representatives.

CSC Adopted: **October 2001** , CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light	Medium	Heavy X	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Checking equipment, meetings
Sitting	F	Computer, desk work, telephone, driving
Walking	F	Inspecting garage
Lifting	O	Parking signs, bumper logs, trash cans, supplies
Carrying	O	Parking signs, bumper logs, trash cans, supplies
Pushing/Pulling	O	Bumper logs, trash cans
Reaching	O	Inspecting garage
Handling	F	Parking signs, bumper logs, trash cans, supplies
Fine Dexterity	O	Computer, telephone keypad, tools
Kneeling	R	Inspecting garage
Crouching	R	Inspecting garage
Crawling	R	Painting in refined areas
Bending	R	Lifting boxes, bumper logs, trash cans
Twisting	O	Hanging signs
Climbing	O	Ladder
Balancing	O	On ladder
Vision	C	Inspecting garage, checking equipment, computer, desk work, driving
Hearing	C	Staff, supervisor, citizens, telephone, traffic
Talking	F	Staff, supervisor, citizens, telephone
Foot Controls	R	Operating sweeper, driving
Other (specify)	N	

CSC Adopted: **October 2001** , CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Drill, pole cutter, pressure washer, blower, point stripper, generator, sweeper, shovel, hammer, measuring tape, generator, computer, Standard Microsoft Windows and Office software, telephone

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION
Mechanical Hazards	N	Dirt and Dust	D	Office Environment --
Chemical Hazards	D	Extreme Temperatures	S	Warehouse --
Electrical Hazards	N	Noise and Vibration	D	Shop --
Fire Hazards	N	Fumes and Odors	D	Vehicle --
Explosives	N	Wetness/Humidity	S	Outdoors --
Communicable Diseases	W	Darkness or Poor Lighting	N	Other (see 2 below) X
Physical Danger or Abuse	M			
Other (see 1 below)	S			

(1) Inclement weather

(2) Parking garage, City streets, attendant booths, lots

PROTECTIVE EQUIPMENT REQUIRED:

Ear plugs, rubber gloves, goggles, respirators, rubber boots, dust mask, steel toed shoes

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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NON-PHYSICAL DEMANDS	
Time Pressures	O
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	O
Other	N